

Notice

Applications will be accepted for the following full-time position:

Assistant Adult Services Librarian: The Beverly Public Library seeks an energetic, flexible, pro-active librarian. Responsible for publicizing and promoting library programs, special events, and services for all departments of the Library, the Bookmobile, and the Farms Branch Library. Serves as Program Director for Monday Mornings, a weekly lecture series for senior citizens. Writes and edits a monthly newsletter and quarterly Friends newsletter. Writes and distributes press releases. Develops book displays, bibliographies, reading lists, and readers' advisory materials. Creates and maintains an inventory of signs, forms, and schedules. Facilitates book discussion group. Participates in collection development activities. Performs reference and circulation desk duties.

Qualifications: ALA accredited MLS or MLS candidate with coursework more than 50% completed. Prior work in public service desirable. Applicant must have a strong commitment to customer service, be comfortable working independently as well as part of a team, and have a good knowledge of computerized office applications. Experience with or a willingness to learn desktop publishing and web page design. Interest in graphic design a plus. Must have good oral and written skills.

35 hours per week, 1 weekend per month

Salary: \$38,483 - \$49,513. Full benefits.

Send letter of application and resume to Patricia Cirone, Library Director, Beverly Public Library, 32 Essex Street, Beverly, MA 01915 or email to cirone@noblenet.org

Closing Date: July 19, 2006